



Residential Opportunities, Inc. – Employment Opportunity

Director of Development and Public Relations

January 19, 2022

Position Title: Director of Development and Public Relations

Supervisor: Chief Executive Officer

Status: Exempt, full-time

Wage: \$66,000 yearly, adjusted for relevant experience

Number of Openings: 1

Our Director of Development and Public Relations plans, develops and maintains a comprehensive communications and public relations plan to support all aspects of ROI services and ensure a positive brand image. Additionally, you will plan, develop and maintain a comprehensive resource development program to ensure the long-term financial security of ROI. You will implement responsibilities and other actions in accordance with [ROI's Core Values and Vision and Mission Statements](#).

At ROI, we are always looking for caring, compassionate and talented individuals to join our team.

ROI is a well-established and well recognized non-profit agency that for over 40 years has played a vital role in providing housing, behavioral health and autism services in Southwest Michigan. ROI's focus is helping people realize their hopes, dreams and goals through a strong person and family centered approach proven successful in fostering and supporting a lifelong and strong connection with the community. ROI is accredited through the Commission on Accreditation of Rehabilitation Facilities (CARF) and is committed to being an anti-racist organization. We believe that our greatest asset is our staff, as they have the ability to effect positive change in the lives of the people that we serve. Offering excellent benefits and an upbeat atmosphere, ROI is an amazing place to work if you are looking to make a difference, both in the lives of our residents and in your own life.

Our Mission: ROI partners with children and adults with disabilities and their families so they may live more meaningful, healthy and independent lives in their homes and communities.





ESSENTIAL DUTIES:

- Develop, implement, manage and evaluate ROI's resource development program including: planned giving, annual funds, capital campaigns, endowment development, grant development and solicitation in order for ROI to meet its vision, mission and goals.
- Plan and submit grant applications locally and nationally.
- Develop and nurture the ROI donor base.
- Identify and cultivate ROI's relationship with donors and potential donors.
- Identify and manage the resources necessary to implement development activities.
- Ensure recording, processing and acknowledgment of all donations.
- Recommend fund development strategies to the Board and management team.
- Implement relevant components of ROI's Strategic Plan.
- Oversee the development and dissemination of ROI's marketing materials for both programs and resource development.
- Develop and assist in strategies designed to ensure ROI's positive visibility in the community.
- Oversee development of comprehensive ROI marketing materials.
- Serve as an integral member of ROI's management team.
- Serve as support and enhance the activities of the Board Fund Development committee.
- Maintain the confidentiality of all restricted information, data and reports.

NON-ESSENTIAL DUTIES:

- Attend all resource development events, providing own transportation throughout the community and including responsibilities outside of normal business hours.
- Coordinate with the CFO to create and manage a development budget.
- Coordinate with and educate ROI staff regarding resource development actions.

REQUIREMENTS:

- Bachelor's Degree in a relevant field with 2-5 years of increasingly responsible fund development experience in nonprofit organizations.
- OR equivalent experience and qualifications as approved by the Chief Executive Officer.

QUALIFICATIONS:

- Documented experience in successful fundraising and/or fund and resource development.
- Ability to work effectively with Boards and Board committees.
- Self-motivation, discipline, and ability to work effectively and diplomatically with a variety of people.
- Excellent oral and written communication, planning, and organizational skills.
- Ability to communicate effectively with other professionals, families or persons served, the Board of Directors, the media, community agencies, community members and ROI staff.





PREFERRED: Established regional fundraising contacts and relationships.

BENEFITS:

- Paid Vacation
- Paid Sick Time
- 2% Annual Pay Increase
- Medical/Dental/Vision/Disability Insurance Availability
- Company paid Life Insurance
- Flexible Spending Account
- Retirement Plan available with 3% Employer Match after 2 years
- Tuition Reimbursement Program
- Employee Assistance Program

Apply online at: <https://www.residentialopportunities.org/join-our-team/employment-opportunities>

COVID-19 Considerations:

ROI is covered under the MDHHS healthcare regulations. In an effort to keep us all safe, throughout the organization we are practicing social distancing to the extent possible (while continuing to provide necessary personal care), wearing masks, increasing surface cleaning and keeping ourselves apprised of Federal and State orders and recommendations. All visitors and staff will participate in a health screening prior to visitation/shift. All visitors and staff will wear proper fitting, surgical, KN-95 or N-95 masks at all times. We continue to be amazed and appreciative of the support from our community for ROI and those we support.

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at ROI, where employment is based upon personal capabilities and qualifications without discrimination based on any protected class status.

